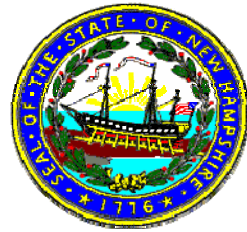




NEW HAMPSHIRE AIR NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT
Human Resource Office (NHAG-HR)
State Military Reservation
4 Pembroke Road
Concord, NH 03301-5652



PLEASE POST IN A PROMINENT LOCATION

PLEASE SEND APPLICATIONS TO ADDRESS AS ABOVE

ANNOUNCEMENT DATE 17 April 2006

ANNOUNCEMENT NUMBER NH06-029(A)

POSITION TITLE, SERIES/GRADE (S)

Human Resources Assistant
GS-0203-06

MAXIMUM MILITARY GRADE AVAILABLE: E7

POSITION DESCRIPTION NUMBER 80509/70409

SALARY RANGE

GS-06 starting pay is \$33,699 per year
Promotion rules apply for technicians currently on board.

AREA OF CONSIDERATION

AREA I all excepted permanent enlisted federal technicians of the NHNG
AREA II all enlisted members of the New Hampshire National Guard
AREA III all individuals eligible to become enlisted members of the NH National Guard

Note: This position is open to both Army and Air National Guard personnel.

CLOSING DATE

AREA I 03 May 2006
AREA II/III 10 May 2006

DUTY LOCATION

JFHQ-NH
J-1/Human Resources Office
Concord, NH 03301

TYPE OF APPOINTMENT

Permanent Enlisted Technician

FOR ADDITIONAL INFORMATION

Contact MSgt John Symington at DSN 684-9348, commercial (603) 225-1332, or e-mail john.Symington@nh.ngb.army.mil NH National Guard job postings are available at www.nhpeas.ang.af.mil/hro/jobs or all states at <http://www.neguard.com/jobs/Docs/statepoc.htm>

INSTRUCTIONS FOR APPLYING

Applicants may choose to submit an [OF 612](#), or a resume.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCE OFFICE (NHAG-HR) NO LATER THAN 1600 HOURS (4:00PM) ON THE CLOSING DATE INDICATED ABOVE.

YOUR RESUME OR APPLICATION SHOULD CONTAIN AS A MINIMUM

- announcement number
- title and grade(s) of the position you are applying for
- full name, mailing address (with zip code), day and evening phone numbers (with area code)
- social security number
- current military grade/rank
- current status with the New Hampshire National Guard i.e. current permanent technician, AGR, temporary technician, ADSW
- current or prior technicians must include a copy of your most current Standard Form 50 which annotates your technician status and grade
- * full country of citizenship
- * high school name, city and state; colleges or university name, city and state; majors, type and year of any degrees received
- * personal military experience (DD Form 214)

***AREA II/III applicants only**

MAIL RESTRICTION: Applications submitted at government's expense will not be considered. This includes those submitted in government envelopes or postage. Overnight or express mail is discouraged since it will ultimately delay your package getting to HRO.

EXCEPTED SERVICE REQUIREMENT: Technicians in the excepted service are required to wear the military uniform appropriate to their service and federally recognized grade when performing technician duties and are required to comply with the uniform standards of the service.

NATIONAL GUARD MEMBERSHIP IS REQUIRED

EQUAL EMPLOYMENT OPPORTUNITY

The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

OTHER PERTINENT DATA

This vacancy will be processed in accordance with NHNG TPR 335 & Article 16 of the Labor Mgt Agreement. Reference NGR 600-25, military compatibility and grade inversion rules will be strictly adhered to. Reimbursement for PCS expenses not authorized

The Enlistment and Reenlistment Bonus, the Student Loan Repayment Program incentive, and the Selected Reserve Recruitment Health Care Professionals incentive will be terminated upon start date for a military technician position or AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract recoupment procedures.

Selected individual must enroll in the Direct Deposit/Electronic Funds Transfer Program. The Federal Financial Management Act of 1994, SEC 402, Electronics Payments, requires direct deposit to a financial institution for all Federal wage or salary payments that begin on or after 1 Jan 95.

If you are a male born after 31 December 1959, and you want to be employed by the Federal Government, you must be registered with Selective Service.

OTHER REQUIREMENTS: In order to comply with the NGB compatibility criteria, selected individual will be immediately assigned MOS: 42A, 42F, 42L, 71L, 75B, 75G, 3A0X1 or 3SXXX. Members who do not already possess any of these MOSs/AFSCs must provide assurance that they are eligible to cross-train and have the ASVAB scores required to do so.

MINIMUM QUALIFICATIONS REQUIREMENT(S): Each applicant must fully substantiate on their application how they meet the requirements listed below; otherwise, the applicant will be found unqualified for this position.

GENERAL EXPERIENCE: Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

SPECIALIZED EXPERIENCE: 09 Months experience which indicates:

- Skill in data entry procedures
- Ability to effectively communicate in writing and orally sufficient to conduct classes, seminars and briefings.
- Knowledge of the organizational structure of the National Guard
- Knowledge of the laws and regulations that pertain to Human Resources

BRIEF JOB DESCRIPTION:

This position is located in the Human Resources Office. The primary purpose of the position is to provide limited technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the following human resource specialties. May accomplish work through the use of an automated system. Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. These duties require a technical understanding and knowledge of numerous human resources guidelines, directives, procedures, policies, and precedent situations, which involve analyzing the interrelationships and impact that various personnel actions, in different functional areas, may have on technician personnel. Performs other duties as assigned.

FOR THE ADJUTANT GENERAL:

DEBORAH L. CARTER, COL, NHANG
Director of Human Resources